



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

At its meeting held March 27, 2007, the Board took the following action:

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The following item was called up for consideration:

The Chief Administrative Officer's joint recommendation with County Counsel to authorize the Chief Administrative Officer and County Counsel, as joint Program Directors, to renew contract with Risk Technologies, Inc., for maintenance and repair services for the Risk Management and Claims Administration Information System, effective April 14, 2007 through and including April 13, 2008; instruct the Auditor-Controller to continue to pay program costs as invoiced and validated by the Chief Administrative Officer; and accept the annual summary report documenting the outcomes and effectiveness of the Risk Management and Claims Administration Information System.

Genevieve Clavreul addressed the Board.

After discussion, Supervisor Molina made the following statement:

"A recent audit of County Counsel's litigation cost management and risk management protocols and procedures noted several deficiencies in how County Counsel staff utilizes the Risk Management and Claims Administration Information System (RMIS) program to maintain key case management and litigation information. County Counsel has agreed to implement most of the Auditor-Controller's recommendation and will develop a RMIS manual and protocols for case budgets and bill reviews. However, it is essential that County Counsel staff is fully trained on how to properly and consistently document pertinent case information in RMIS. In addition, it is imperative that the grounds for these lawsuits, or 'causes of action,' are consistently documented so that the County can monitor trends and take proactive steps to prevent future litigation."

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Therefore, on motion of Supervisor Molina, seconded by Supervisor Burke, unanimously carried (Supervisor Knabe being absent), the Chief Administrative Officer's attached joint recommendation with County Counsel was adopted and the Board took the following actions:

1. Instructed County Counsel, with the assistance of the Chief Administrative Officer (CAO), to develop a Risk Management and Claims Administration Information System (RMIS) training and user manual, which includes protocols on how and when to update cases in RMIS, and also provide a schedule of training for all appropriate County Counsel staff on how to use RMIS and instructed County Counsel and CAO are to report back to the Board within 45 days;
2. Instructed the Auditor-Controller to verify the expanded use of Risk Management and Claims Administration Information System per the audit and evaluate the usefulness and quality of management reports that monitor case status, budgetary controls, document case decisions and report back to the Board within 90 days;
3. Instructed the Chief Administrative Officer to assist County Counsel in developing a coding system, consistent with the County's Third Party Administrators to track causes of action to monitor trends and take proactive steps to prevent future litigation; and
4. Instructed County Counsel, the Auditor-Controller and the Chief Administrative Officer to report back to the Board on the progress made in implementing the Auditor-Controller's recommendations on litigation cost management, coding and training of staff, with the first report is due within 90 days, and semi-annually thereafter.

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Attachment

Copies distributed:

Each Supervisor
Chief Administrative Officer
County Counsel
Auditor-Controller